

*Idaho*  
***DATABANK***  
*Manual*

*Reporting data to the Idaho Hospital  
Association's DATABANK Program*

[www.databank.org](http://www.databank.org)

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# DATABANK PROGRAM REPORTING MANUAL

## Overview

For many years hospitals have had issues which require the need for data, but they lacked financial and statistical information to tell others about those issues or to know how their hospital compared to others.

As time went on, various organizations made attempts to collect data about the hospital industry. Unfortunately, the reporting requirements were oftentimes burdensome and the resulting information was very outdated.

In response to these considerations, the *Colorado Health & Hospital Association* (CHA) Board of Directors established the **DATABANK** Program in 1985 to collect financial and utilization data from hospitals throughout the state. In addition to providing information to CHA with which to represent and advocate the interests of its member hospitals, one of the major considerations for the **DATABANK** Program was, and continues to be, that it provides data, which is informational and useful to the hospitals. The other major principles governing the Program are **timeliness, accuracy, completeness, simplicity** and **uniformity**.

Since its inception, the use of **DATABANK** information before a variety of audiences to influence policy-making has increased dramatically. CHA regularly provides aggregate **DATABANK** information to our Congressional Delegation elected and appointed state officials, the media, and general public on important issues such as adequate payment, charity care and rural health care. In the Spring of 1990, CHA released its first annual hospital-specific report from the **DATABANK** Program titled *Colorado Hospitals Reference Guide to Financial & Utilization Data*, demonstrating that Colorado hospitals are industry leaders in efforts to be publicly accountable. **DATABANK** has earned the reputation as **the** credible source of timely financial and utilization data in the State of Colorado.

As **DATABANK** continues to evolve to meet the challenges of a changing health care market, we look forward to working with you in to keep the **DATABANK** Program vital and provide you accurate and timely decision-making information. Each hospital's participation in the program is important and encouraged.

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## **Your Role as the DATABANK Contact Person**

As the designated **DATABANK Contact Person** for your hospital, you play an important role in the success of the Program in your state!

### **Your responsibilities include, but are not limited to:**

1. Completion of the **DATABANK** Input Form on-line in accordance with the instructions contained in this manual.
2. Submission of the **DATABANK** input form to your state hospital association by the 25th of each month following the reporting month.
3. Answering questions the hospital association may have about the data you submit. In some cases, we will contact you by phone. Otherwise, we will contact you by E-mail.
4. Careful review of the reports, which are available to you on the **DATABANK** Web Site. The reports will be made available to all users who have valid user names and passwords to the **DATABANK** Web Site.
5. To carefully administer user names and passwords to the appropriate people within your hospital. Two levels of security are afforded to your hospital; your level allows you to perform the data entry and another level allows users to view the on-line reports.
6. To change your password monthly, or at least quarterly.
7. Keep your hospital profile up to date with the most accurate information available to you.

We aim to make your participation in the **DATABANK** Program easy and painless! If you have questions or suggestions, please pick up the phone or drop us an E-mail. Please let us know how we can make **DATABANK** more effective. Once again, we appreciate your participation!

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## Data Collection

It is easy to participate in **DATABANK**, and therefore to receive the useful information the Program provides. If you have Internet access, you will submit your **DATABANK** information to the **DATABANK** Web Site. If you don't have Internet access, you are encouraged to call your hospital association for advice on how to attain the necessary hardware, software and connection so that your hospital will be able to take advantage of all the benefits of submitting and reporting electronically.

### Submitting Data

The **DATABANK** Input Form collects utilization and financial information from **the previous calendar month**. Your association has provided a copy of the **DATABANK** Input Form with this manual in addition to the definitions and instructions to help you complete the **DATABANK** Input Form. On-line definitions and instructions are also available on the **DATABANK** Web Site.

**IMPORTANT:** The response deadline date will always fall on or around the 25<sup>th</sup> of each month. **To receive your reports on-line, you must submit the **DATABANK** information.**

To make it easy to participate, you may submit data either of two ways:

1. **Preferred Method:** Please log on to [www.databankprogram.com](http://www.databankprogram.com). Complete the **DATABANK** Input Form on the **DATABANK** Web Site and press the submit button. You will be prompted for your user name (first initial of your first name, your last name followed by Idaho's state code, "id", i.e. mgeid) and your password.
2. **Secondary Method:** Complete the hard copy **DATABANK** Input Form and fax it to IHA at (208) 338-7800.

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## Estimating Data

If information for a specific data element is unavailable at the response deadline, you are encouraged to estimate its value to the best of your ability. When the correct information is available, simply log on to the web site and correct the data.

Changes to previously submitted data can be made at any time during the calendar year and the change will be reflected in the month for which the correction applies. Peer group and ad hoc aggregations previously reported to providers will not be updated for the impact of the corrections. However, future quarterly and annual comparative reports will reflect any changes.

For many hospitals, the fiscal year end is December 31. Frequently, due to year-end adjustments, the financial statements for December are not prepared on the same schedule as other months. We recognize there may be annual fiscal year-end adjustments that could affect your December reports. However, it is extremely important that we have the December data, even without adjustments, reported by the regular time deadline in January.

**What we suggest is this:** submit December data including all adjustments that you are aware of at the time you prepare the **DATABANK** Input Form, as well as estimates of remaining adjustments. After your year-end audit is completed, log on to the **DATABANK** Web Site and correct the data, making the appropriate comments about this data being, "**DECEMBER-ADJUSTED**". Please remember that prior year corrections are not to be made after the prior year cut-off date.

## Late Data

Timely data submission is essential to the success of the **DATABANK** Program. Data not received by the response deadline will not be included in the reports every hospital in the state reviews for that month, thereby skewing the database. Keeping **DATABANK** valid and statistically significant is in everyone's best interest. You can help by submitting your data in a timely manner.

If your **DATABANK** information is not submitted via the web site or faxed to the association, an association representative will call the hospital **DATABANK** Contact Person for the information. If the data is not available at that time, the association will not be able to produce your summary and peer group reports for that month. An e-mail stating that the information was not received will be sent to the users in your hospital stating that statistical output for that time period will be unavailable on the web site until the information is provided to the database.

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It is very important to submit your data - *even if you miss the response deadline*. By submitting the information after the deadline, it will allow the database to provide you with complete and accurate reports for the quarter, annual and trend reports. **A complete database is in everyone's best interest!**

## Data Review

As you enter your data via the **DATABANK** web site, you are presented with validation that the data is reasonable and correct, in light of what you have submitted for previous months. Please remember that you are responsible for the accuracy of the data you submit. Once the data has been submitted to the database, the **DATABANK System Administrator** will analyze each hospital's Edit/Review Report. It will be reviewed for completeness, accuracy of data input, general reasonableness and accounting sense. Appropriate relationships between data elements and percentage changes from the prior month will also be examined. The **DATABANK System Administrator** who performs this review has significant experience in hospital operations and accounting. If we detect what we believe to be obvious errors during our review process, we will contact you by phone and ask you for clarification. As long as you make the corrections that result from this process on the **DATABANK** web site, it will be reflected in your reports you download from the system.

Corrections can be made at any time during the calendar year. The reports will always be kept current and accurate by way of the web site technology.

## Reports

All reports are offered for you to download from the **DATABANK** web site. Please keep two important points in mind when requesting a report from the **DATABANK** web site:

1. Reports that display your hospital's data can be viewed immediately, as long as you have supplied the requested data.
2. Reports that include peer groups can be viewed when the **minimum numbers of hospitals have submitted data** for the peer groups your hospital is included. Your hospital association can tell you how to access this on the web.

The **DATABANK Web Site** generates a **Monthly Report**, displaying hospital and peer group data. The report reflects the current month's hospital data and peer group data for that month. This report can also be produced in a year to date format, up to twelve months.

**Comparative Reports** are also available for download. These reports compare 1<sup>st</sup> Quarter of the current year to the 1<sup>st</sup> Quarter of the prior year, for example. Or, these reports could compare the current year to the prior year.

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The data items and calculated indicators that are reported are the identical to those contained on the **Monthly Report**.

**Please note** that to be included in a year to date, **Monthly Report's Peer Groups**, the hospital must submit every month for the requested time period.

Similarly, a hospital must submit, for example, all six months of a Comparative Report's data, three months from the current period and three months from the prior period.

A **Trend Report** is also available. The **Hospital Trend Report** shows the calculated indicators over time.

To view the hospitals that have submitted data to the **DATABANK** Web Site for a particular period of time, users will be able to download a **Participation Report**.

## Peer Groups

Your hospital association will select the peer groups in which your data is aggregated. Each hospital's data will be included in:

- a) Statewide data
- b) The Applicable Medicare Payment Methodology (MPM) group - either Large Urban, Urban or Rural
- c) The applicable geographic peer group
- d) The applicable Operating Expenses Peer Group or Bed Size Peer Group.

The **DATABANK** report will display the calculated data indicators for your hospital along with the indicators for each peer group in which your hospital's data has been aggregated.

If you dispute the peer groups the association has selected for your facility, please contact the **DATABANK System Administrator** at your association.

## Data Contained in Reports

There are a number of data indicators that can be determined by calculations of the data elements submitted to the database. The program has been structured to provide as many calculated indicators as possible to provide meaningful, useful comparisons of data for your hospital with the peer group averages.

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If you have questions or comments about the data indicators or the calculations used, please contact the **DATABANK System Administrator** at your association.

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## DATABANK Participation Agreement

\_\_\_\_\_, CEO/Administrator of \_\_\_\_\_, by the terms of this Agreement hereby authorizes the release of my institution's data to the Colorado Health & Hospital Association for the purpose of participating in the **DATABANK Program**.

It is further understood that I will authorize \_\_\_\_\_ as the **DATABANK Contact Person**.

**He/She can be reached at the following;**

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

The DATABANK Contact Person is to release the previous month's data by the 25th of each month. The association **DATABANK System Administrator** will contact the **DATABANK Contact Person** on the 25th if the data has not been submitted to the **DATABANK Web Site**.

As a participant in **DATABANK**, I will make every attempt to give the **DATABANK Contact Person** the hardware, software and data connection required to submit the data to the **DATABANK Web Site**. In exchange, my hospital will be able to access **DATABANK Reports** containing my hospital's data, along with comparative data for hospitals in the same bed size group, geographic area and statewide.

\_\_\_\_\_  
(CEO/Administrator)

\_\_\_\_\_  
(E-mail Address)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Hospital Association President)

\_\_\_\_\_  
(Date)

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## Definitions and Instructions

### Overview

The following definitions and instructions are designed to aid you in the completion of the **DATABANK** information. They are generally consistent with the **AICPA** Audit and Accounting Guide for Health Care Organizations (New Edition as of June 1, 1996), and generally accepted accounting principles. **DATABANK** reports are designed to provide useful information about hospital operations, and therefore certain elements of traditional reporting have been preserved, such as gross charges and deductions from revenue. We recognize that some hospital accounting and data collection systems may not be structured to comply precisely with these instructions. However, to the extent possible, we encourage you to conform to the definitions so that the resulting reports will be comparable and therefore, more useful to the hospital and other users of the data. We also encourage your feedback about the definitions and instructions. We consider this feedback in terms of needed modifications to definitions to promote usefulness of the data and comparability among hospitals and health systems.

### Reporting Entity

Traditionally, the information reported for **DATABANK** reflected **all hospital** operations which were governed by the hospital board and which were included in the hospital's financial statements. Any portion of the facility, which was separately licensed for long-term nursing facility care (skilled or intermediate), was excluded from the hospital operations definition.

**Effective for reporting periods beginning July 1, 1997**, the definition changed to capture **all healthcare operations**. Report **all** operations of the healthcare enterprise that have a common balance sheet (single or multiple hospitals and other health services within an integrated healthcare delivery system). Depending upon the structure of the healthcare enterprise, activities reported for **DATABANK** could include ambulatory providers, long-term care providers or other non-acute providers as well as medical office building operations. Depending on the nature of these activities relative to the direct patient care activities of the hospital, these activities could be classified as either operating or nonoperating.

Hospitals which are part of a larger system can submit one input form or alternatively, can submit separate input sheets for the acute activities of the hospital (including corporate overhead support, where applicable), plus a **DATABANK** submission which captures **all other** activities (other than acute activity) of the system.

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## Levels of Care

Utilization and charge information should be reported separately for the following levels of care. Contractual adjustments should be reported for acute care and all other.

**ACUTE CARE:** Report inpatient and outpatient data for **all operations comprehended under the general acute care hospital license**, except for Swing-Bed and Distinct Part Unit activity (rehab, psych, and chemical dependency) which are separately certified by Medicare.

**SWING-BED:** Report data for operations, which are separately certified by Medicare and/or Medicaid as Swing-Bed. This includes both skilled and custodial Swing-Bed care. Note that the skilled care is a benefit of the Medicare Program while custodial care is a Medicaid-only benefit.

**DISTINCT PART UNIT:** This data element captures activity, which is separately certified by Medicare as Distinct Part. The term originates for those services which are exempt from the Medicare DRG payment system and includes rehab, psych, and/or chemical dependency.

**SUBACUTE/LTC (Long Term Care):** This category is for all patient care that is not captured in the above categories. It represents all operations comprehended under the separate **NCF (Nursing Care Facility) licensure**, and includes subacute, transitional, stepdown, skilled nursing, and long-term custodial care.

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## Payor Categories

Utilization, charge information, contractual adjustments, and gross patient accounts receivable are reported separately for the following payor categories:

**MEDICARE:** Report all Medicare activity including fee for service and managed care/risk contracting.

**MEDICAID:** Report all Medicaid activity including fee for service and managed care/risk contracting.

**SELF-PAY:** This category represents patients with no proof of insurance, patients filing their own insurance claims, patients paying their own bill, Hill-Burton cases, charity cases, etc.

**OTHER GOVERNMENT:** Report activity for patients insured by CHAMPUS/Tricare, VA, GEHA and other government payers including managed care for this population.

**MANAGED CARE:** (a.k.a. "commercial" managed care): Include HMO, PPO, and direct contracting where the patient is being "managed", other than the payor categories listed above (Medicare, Medicaid, MI, CHAMPUS). Managed is defined as an organized program to control the use of health services, designed to ensure the medical necessity of the proposed service and the delivery of the service at the most effective level of care.

**COMMERCIAL:** (a.k.a. "traditional" commercial): This category includes all indemnity insurance payment arrangements including non-managed care discount off charge arrangements.

**OTHER:** Report everything not reported in the above categories.

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## Line item definitions/instructions:

### UTILIZATION

#### **Line 1 - DISCHARGES**

An inpatient discharge is the termination of the granting of lodging in the hospital and the formal release of the patient (include patients admitted and discharged the same day).

When a mother and her newborn baby are discharged at the same time, count one discharge. When the baby stays beyond the mother=s discharge (boarder baby), count one discharge for the mother and another when the boarder baby is discharged. If a patient is discharged from an acute care unit and transferred to a Swing-Bed, there would be a count for acute discharge and another discharge from Swing-Bed when that occurs.

#### **Line 2 - PATIENT DAYS**

A patient day is the unit of measure denoting lodging provided and services rendered to inpatients between the census taking hours (usually at midnight) of two successive days.

A patient formally admitted who is discharged or dies on the same day is counted as one patient day, regardless of the number of hours the patient occupies a hospital bed. For patients switched from observation to inpatient status, the patient day count should begin on the day the patient was officially admitted as an inpatient.

**NOTE: Exclude newborn days (see definition 5) and outpatients in observation (holding) beds who do not meet Professional Review Organization (PRO) criteria for admission.**

#### **Line 3 - NUMBER OF INPATIENT SURGERIES**

Record the number of operations performed on inpatients, (i.e., those who remain in the hospital between two census taking hours -- usually at midnight -- of two successive days.) Report each patient undergoing surgery as one surgical operation regardless of the number of surgical procedures that were performed while the patient was in the operating or procedure rooms. Include cesarean deliveries.

#### **Line 4 - NUMBER OF BIRTHS**

Report the total number of live births in the hospital during the reporting period including cesarean deliveries that are counted as one surgical operation. Exclude fetal deaths and infants transferred from other facilities.

#### **Line 5 - NUMBER OF NEWBORN PATIENT DAYS**

Report the total number of days of care rendered to newborn infants, regardless of the level of care (i.e., routine, intermediate, or intensive). However, **exclude** days of care rendered to boarder babies as well as infants transferred from other facilities. Boarder

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babies are those that remain in the hospital after the mother has been discharged. Patient days for boarder babies and infants transferred from other facilities should be reported on line 2.

## **Line 6 - INPATIENT ADMISSIONS FROM EMERGENCY ROOM**

Report the total number of Inpatient Admissions from the Emergency Room during the reporting period.

## **OUTPATIENT VISITS**

### **Line 7 - EMERGENCY DEPARTMENT VISITS**

Report the total number of patients seen in an emergency unit who are not later admitted as inpatients.

### **Line 8 - AMBULATORY SURGERY VISITS**

Report surgeries performed on patients who are not admitted as inpatients. Each person on whom a surgical procedure occurs counts as one visit regardless of the number of surgical procedures performed during that visit. Include all outpatient operations whether performed in the inpatient operating rooms or in procedure rooms located in an outpatient facility.

### **Line 9 - OBSERVATION VISITS**

Report the total number of observation visits that did not result in an inpatient admission. Observation is used for those patients whose condition requires assessment over time to establish the need for hospitalization. (If observation patients generate separate emergency room and/or ambulatory surgery visits, those visits should be counted separately).

### **Line 10 - HOME HEALTH VISITS**

Report the total number of home health visits if that service is defined as a hospital operation per the preamble of these instructions. If more than one intervention occurs during the visit (e.g. physical therapy and oxygen therapy and home health aide), count a separate visit for each.

### **Line 11 - ALL OTHER VISITS**

Report all other visits not covered by the above line items. An outpatient visit is a visit to each organized outpatient care program by a person who is not an inpatient. Include in the other outpatient visit count **each appearance** of an outpatient in **each organized outpatient program** not otherwise reported on lines 7 through 10. **DO NOT** include the number of diagnostic and/or therapeutic treatments the patient received in the ancillary departments.

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**Example:** A patient presents himself in the emergency room and receives a lab test and two X-rays. The patient is put in a holding bed for observation and ultimately goes home without being admitted. This generates four separate visits - one emergency room, one observation, and two Aall other≡ visits (one for the lab department and one for the X-ray department).

## **Line 12 - TOTAL OUTPATIENT VISITS**

The Total Visits is the sum of the visits reported on lines 7 through 11.

## **CHARGES**

### **Line 13 - GROSS INPATIENT CHARGES - ACUTE**

Gross inpatient charges is the sum of all charges made to acute inpatients for routine and ancillary services for the month, by payor category (defined on page 2), including patients treated under capitated contracts. It should be recorded on an accrual basis at the hospital's established rates including charges made to charity care patients. Do not reduce for discounts and/or allowances.

### **Line 14 - GROSS OUTPATIENT CHARGES - ACUTE**

Gross outpatient charges is the sum of all charges made to outpatients for hospital ancillary and clinic facility (as differentiated from physician) services for the month, by payor category (defined on page 2). It should be recorded on an accrual basis at the hospital's established rates including charges made to charity care patients. Do not reduce for discounts and/or allowances.

### **Line 15 - SWING-BED CHARGES**

### **Line 16 - SUBACUTE/LTC CHARGES**

### **Line 17 - DPU CHARGES**

### **Line 18 - HOME HEALTH CHARGES**

Report total charges for the above levels of care, by payor category. They should be recorded on an accrual basis at the hospital=s established rates including charges made to charity care patients. Do not reduce for discounts and/or allowances.

### **Line 19 - TOTAL CHARGES**

Total lines 13 - 18.

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## CONTRACTUALS

### **Line 20 - CONTRACTUAL ADJUSTMENTS - ACUTE**

For inpatient and outpatient acute activity reflected on lines 13 and 14 above, report the current month's difference between the amounts charged based on the hospital's full established (gross) charges and the amount received and/or due from the payor. For capitation contracts, appropriate adjustments should be recorded so only the amount of contract revenue is reflected.

### **Line 21 - CONTRACTUAL ADJUSTMENTS - ALL OTHER**

For all activity **other than** inpatient and outpatient acute (i.e., Swing-Bed, Subacute/LTC, DPU, and Home Health), report the current month's difference between the amounts charged based on the hospital's full established (gross) charges and the amount received and/or due from the payor. For capitation contracts, appropriate adjustments should be recorded so only the amount of contract revenue is reflected.

**NOTE:** All contractual adjustments should be reported on an accrual basis. Additionally, the contractual adjustments should be adjusted for retroactive cost report settlements, disproportionate share payments, lump sum payments, etc. in the period that the settlements occur.

### **Line 22 - TOTAL CONTRACTUALS**

Total lines 20 and 21.

### **Line 23 - CHARITY CARE**

The current month's difference between the amount charge to patients and the amount received or expected to be received. Charity refers to self-pay accounts that the patient is unable to pay and should be recorded in accordance with the hospital's policy for identifying charity care. Examples include Hill Burton write-offs, accounts which qualify for government agency subsidy and hospital sponsored charity.

The above amounts should be reduced by revenue such as gifts, grants or endowment income restricted by donors to assist charity and other patients, as well as payments received from state agencies for medically indigent programs.

## OPERATING EXPENSES

### **Line 24.A -PAYROLL EXPENSE - FACILITY PAYROLL**

Include all salaries and wages paid and accrued internally to **employees** (other than physicians, interns, residents and other trainees, which are separately reported on line 24.B), including salaries or imputed salaries for members of religious orders. **ALSO REPORT** amounts paid for **contracted nurses** and other **contracted labor** for services

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which would otherwise have to be hired for internally. (Contracted labor has become an integral part of many hospital's staff planning and labor costs, and therefore should be incorporated into the measure of labor costs to obtain consistency and comparability of information across hospitals.) Also include home-office wages which are directly allocated to your hospital. Salaries include vacation, holiday, sick leave, call pay and overtime pay. Do **not** include employee benefits (these payments should be reported on Line 25.)

## **Line 24.B - PAYROLL EXPENSE - PHYSICIAN PAYROLL**

Include all salaries and wages paid and accrued internally to physicians, interns, residents, and other trainees who are on the payroll as employees of the healthcare enterprise. Physicians paid in any other capacity should be classified as operating (line 30 - all other operating expense) or as non-operating depending on your health enterprise's circumstances (see definition of non-operating revenue)

## **Line 24.C - TOTAL PAYROLL EXPENSE**

Total payroll for lines 24.A and 24.B.

## **Line 24.D - PAID HOURS - FACILITY PAYROLL**

The hours to be reported are the accrued, paid hours for all employees as described in line 24.A above. Paid hours include vacation, holiday, sick leave, call time (worked) and overtime hours. Do **not** include physician hours.

**NOTE:** If the month you are reporting contains an extra payroll period, report only the hours which pertain to the month, on an accrual basis, so that there is a proper matching of payroll expense and paid hours.

## **Line 24.E - PAID HOURS - PHYSICIAN PAYROLL**

Report total hours of service related to the physician payroll expense reported on line 24.B. above.

## **Line 24.F - TOTAL PAID HOURS**

Total paid hours for lines 24.D and 24.E.

## **Line 25 - EMPLOYEE BENEFIT EXPENSE**

Report the healthcare enterprise's share of social security (FICA), state and federal unemployment insurance, group health insurance, group life insurance, pensions, annuities, retirement benefits, worker's compensation, group disability insurance, and other employee benefit programs for all hospital employees included on line 24 above.

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## **Line 26 - SUPPLY EXPENSE**

Report those expenses that constitute supplies. This includes:

1. General supplies such as office;
2. Medical and ancillary department supplies; and
3. Support department supplies, i.e., housekeeping, dietary and maintenance.
4. Minor equipment not capitalized

## **Line 27 - DEPRECIATION EXPENSE**

Include the depreciation and/or amortization recorded on land and buildings, fixed and moveable equipment, as well as leases and rentals. Do not include price level depreciation amounts, but rather depreciation recorded on an historical cost basis only.

## **Line 28 - INTEREST EXPENSE**

Report interest expense on mortgages, bonds, notes, and any other short-term and long-term borrowings. Do not reduce for interest income on borrowed funds held by a trustee.

## **Line 29 - BAD DEBT EXPENSE**

The current month's difference between the amount charged to patients and the amount received or expected to be received. Bad debts refer to self-pay accounts which the patient is unwilling to pay. Generally this amount will represent the charge to the "Provision for Bad Debts" Account.

## **Line 30 - ALL OTHER EXPENSE**

Report all other incurred costs not covered by lines 24 - 29.

## **Line 31 - TOTAL OPERATING EXPENSE**

Represents the sum of all expenses reported on lines 24.C through 30. Total operating expense includes salary and non-salary items, reported on an **accrual** basis. Expenses include, but are not limited to, materials, supplies, contract services, management fees and corporate home office allocations, depreciation, interest, taxes, consultants' services, utilities, pharmaceuticals, insurance, and physician remuneration. **Do not include non-operating expenses.**

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## OTHER FINANCIAL DATA

### Line 32 - OTHER OPERATING REVENUE

This data element is analogous to "other revenue" defined in the Audit Guide (however, for **DATABANK** reporting purposes, tax subsidies should be separately disclosed on line 35). Other operating revenue normally includes revenue from services other than health care provided to patients, as well as sales and services to non-patients. Such revenue arises from normal day-to-day operations of most health care entities and is accounted for separately from health care service revenue.

The **Audit Guide** distinguishes "**other revenue**" from "**net non-operating gains/losses**". If the transaction is generated from activities other than direct patient care associated with the ongoing, major, or central operations of the individual hospital, it is classified as "**other revenue**" (and reported on line 32).

If it results from the hospital's peripheral or incidental transactions and from other events stemming from the environment that may be largely beyond the control of the provider and its management, it is classified as "**net non-operating gains**" (reported on line 34).

Depending on the relationship of the transaction to the health care entity's operations, other (operating) revenue may include -

1. Physician fees collected on behalf of employed physicians that are paid a salary.
2. Revenue from educational programs which includes tuition from schools and laboratory and X-ray technology.
3. Revenue from research and other gifts and grants, either unrestricted or for a specific purpose.
4. Revenue from miscellaneous sources, such as the following;
  - rental of health care facility space
  - sales of medical and pharmacy supplies to employees, physicians, and others
  - proceeds from sale of cafeteria meals and guest trays
  - proceeds from sale of scrap
  - proceeds from sales at gift shops
  - proceeds from parking lots
  - fees charged for transcripts, etc.

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## **Line 33 - OPERATING MARGIN**

Insert on line 33 the **operating margin** which results from the additions of **patient charges on line 19**, less **total contractual adjustments on line 22**, less **charity care on lines 23**, less **total operating expense on line 31**, plus **other operating revenue on line 32**.

## **Line 34 - NET NONOPERATING GAINS**

Report the net amount of revenues and expenses which result from the healthcare enterprise's peripheral or incidental transactions and from other events stemming from the environment that may be largely beyond the control of the provider and its management (as distinguished from "other operating revenue" defined above on line 32). However, tax-subsidies that meet this definition should be separately reported on line 35, below.

## **Line 35 - TAX SUBSIDIES**

Report tax revenues from cities, counties or special hospital districts, which assess mill levies to subsidize the hospital/healthcare enterprise.

## **Line 36 - TOTAL MARGIN**

Insert on line 36 the **total margin** which results from the addition of the **operating margin** reported on line 33, plus **net non-operating gains** (or **minus** net non-operating losses) reported on **line 34**, plus **tax subsidies reported on line 35**.

## **Line 37 - GROSS PATIENT ACCOUNTS RECEIVABLE**

Show gross amounts due (based on full-rate charges) from patients and/or their third party sponsors including amounts generated from the care of charity patients which have not yet been written off. Include patient receivables from services to inpatients not discharged, inpatients discharged, and outpatients. The amounts should be reported after the deduction of credit balances and advances from third parties; however, they should not be reduced for contractual adjustments, which are reflected on lines 20 - 22.

**NOTE:** The payor class assigned to accounts receivable should be consistent with that identified for charges in order to calculate a meaningful "days charges in accounts receivable" statistic. (Most general ledger systems capture the primary Payor at the time of admission when classifying charges whereas patient accounting systems oftentimes prorate individual accounts among sources of payment - i.e., third party Payor liability vs. self-pay). If you have significant changes to a particular payor classification (if your hospital classifies accounts pending Medicaid eligibility determinations as private pay until such time the eligibility determination is final), you should report such changes to **DATABANK** as they impact not only statistics, but also charges, accounts receivable, and contractual adjustments.

# DATABANK PROGRAM REPORTING MANUAL

## HEADER INFORMATION

Only report changes to the data which is printed at the top of the reports.

### LICENSED BEDS

Report the number of beds licensed by the state licensing agency.

### CERTIFIED SWING BEDS

Report the number of beds certified by the Medicare and Medicaid programs as swing beds.

### AVAILABLE BEDS (Staffed)

Available beds are those in service and patient ready for more than half of the days in the reporting period. Do not include beds ordinarily occupied for less than 24 hours, such as those in the **emergency department, clinic, labor (birthing) rooms, surgery and recovery rooms** and **outpatient holding beds**.

Include the number of swing beds.

Exclude newborn bassinets.